KANSAS STATE BOARD OF TECHNICAL PROFESSIONS

www.ksbtp.ks.gov

785-296-3053

900 SW Jackson St, Suite 507, Topeka, KS 66612-1257

DETAILED INSTRUCTIONS FOR ONLINE RENEWALS FOR INDIVIDUALS

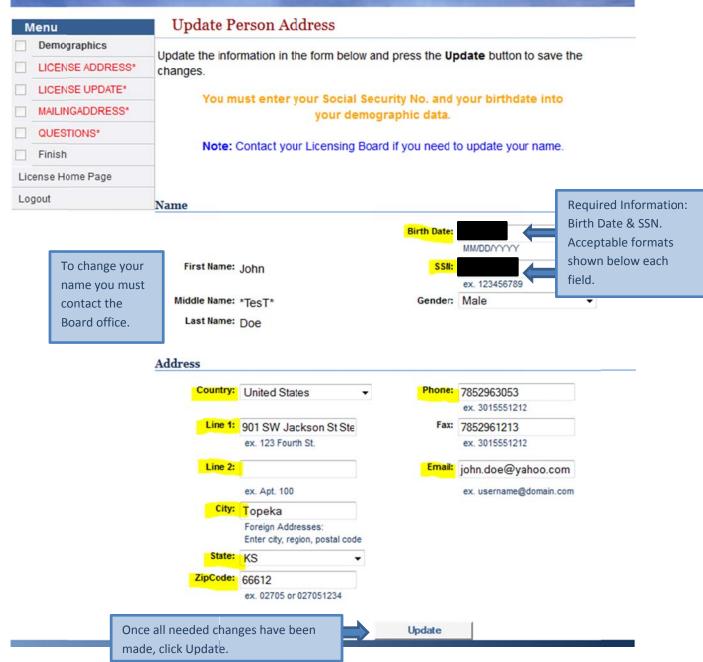


Start by updating the "Demographics" or personal information on the next screen. Remember that you will be required to provide your Social Security Number and Birthdate to proceed past this page and complete the online renewal.



Kansas State Board of Technical Professions

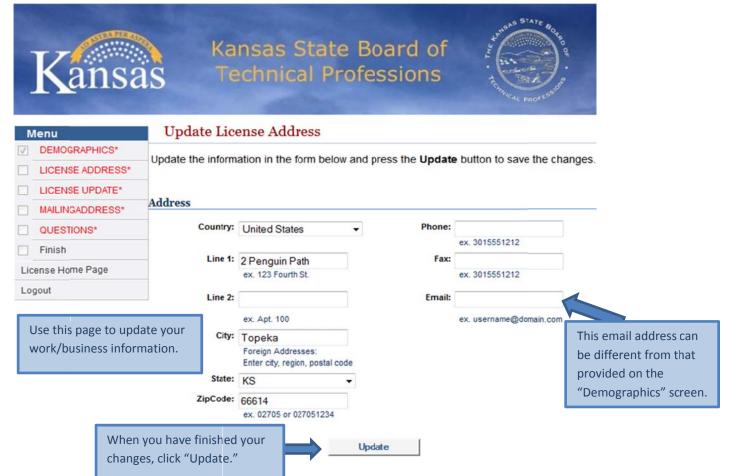




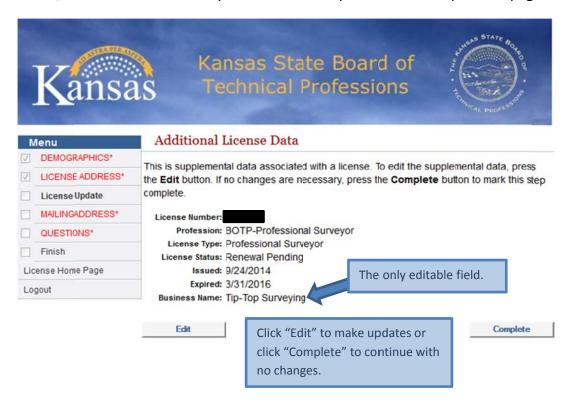
Clicking "Update" will take you to the License Address Information summary page. This page contains your work information. You can choose to "Edit" this information, or if there is no change, you can click "Complete."



If you click "Edit" you will see the following screen.

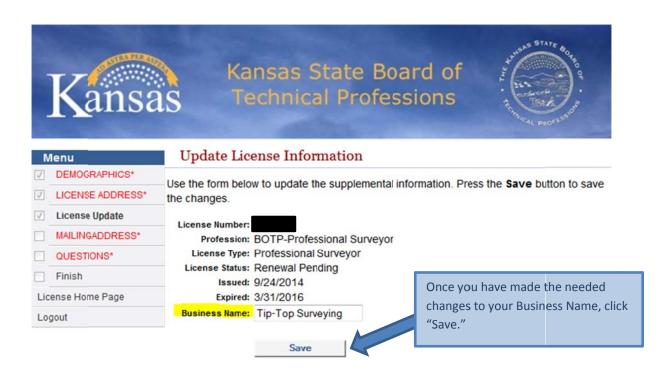


The next screen will be the "Additional License Data" screen. There is only 1 editable field on this screen, the *Business Name* field. If you would like to update your Business Name/Employer Name, click "Edit." Otherwise you can click "Complete" and move past this page.

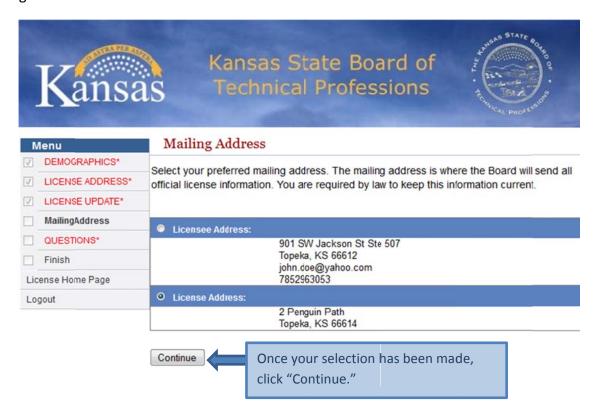


If you click "Edit" you will be taken to the following screen. Where you will see a summary of your current license information and you will be able to update your Business Name/Employer Name.

Note: If you have a Certificate of Authorization, updating the Business Name in the module will not affect your Certificate of Authorization file. To change your Business Name of records for a Certificate of Authorization please see our website at http://www.ksbtp.ks.gov/professions/business-entities.



On the Mailing Address page, please select where you would like your official mail from the Board office to be sent. Click the button next to the preferred address and you will see it turn green.



You will now be directed to the Renewal Questions page. Here you will be asked to review and answer two (2) questions.

Once you have answered the questions and read the information on this page, you will click "Submit."



NOTE: A "Yes" response to the CE (Continuing Eduction) question can indicate:

- 1) You have completed all required CE OR -
- 2) You are renewing your Kansas license for the very first time, and you are exempt from acquiring CE for this renewal period. OR -
- You are on INACTIVE status, and you are exempt from acquiring CE for this renewal period. If you were previously on Retired status you will now be on Inactive status.

You must have CE documentation available for the Board's review if the Board should request information for an AUDIT.

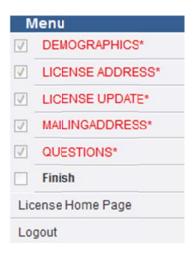
You must not proceed with this renewal application if you have not complied with CE requirements. Please contact the Board office (see bottom of page) for more information.

By clicking the **Submit** button you hereby affirm that you understand and have answered the questions truthfully to the best of your knowledge.

When you have completed the questions, click "Submit."



You will be taken to a Renewal Summary page where you can review your changes and are given the option to return to any of the renewal pages to make needed corrections. If you do need to make changes at this time, this can be done by clicking back through the Menu bar to corresponding page.





Kansas State Board of Technical Professions



Menu	Renewal Summary				
✓ DEMOGRAPHICS*	The changes you have made are	listed below Please revie	w this informa	tion carefully to	
✓ LICENSE ADDRESS*	The changes you have made are listed below. Please review this information carefully to ensure it is correct. You may go back to any step in this process by clicking the corresponding link in the Menu on the left. When you have verified all information, click the Checkout button to pay all applicable fees and submit your application.				
✓ LICENSE UPDATE*					
✓ MAILINGADDRESS*					
✓ QUESTIONS*					
Finish	Licenses				
License Home Page					
Logout	Professional Surveyor				
	Profession: BOTP-Professional Surveyor	License Number:	License Status:	Renewal Pending	
	Issued: 9/24/2014	Expiration Date: 3/31/20	016 Renewed To	0:	

Address Changes

Name: John *TesT* Doe

Licensee Address:		
	901 SW Jackson St Ste 507 Topeka, KS 66612 john.doe@yahoo.com 7852963053	
O License Address:		
	2 Penguin Path Topeka, KS 66614	

Question Responses

Question	Answer
Have you been convicted of a felony or had any disciplinary or administrative action taken against your license in Kansas or any other jurisdiction since last renewal?	N
Have you complied with the Board's requirement for continuing education in order to renew your license?	Y

Attestation

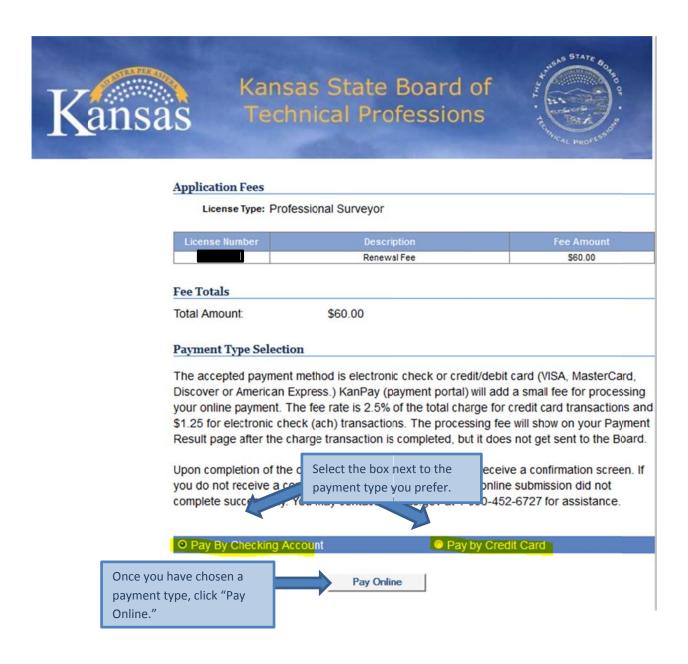
By clicking the **Checkout** button I hereby certify that I have personally submitted all data requested in the renewal form. I declare, under penalty of perjury, that I have read the renewal form and my responses, and that the information I have provided is true, correct, and complete, to the best of my knoweldge. I understand that Kansas statutes allow the Kansas State Board of Technical Professions to revoke, suspend or limit a license, or censure the licensee, or impose a fine for any act of fraud or misrepresentation in applying for renewal of my license.

If the above information is correct, please click the **Checkout** button. Otherwise please go back and make any necessary corrections.

After review of summary page and reading the Attestation, click "Checkout."

Checkout

The following pages will begin the payment screens for your renewal. On the page below you will review your renewal fee and select your payment option. The fee for using your credit card is 2.5% of your Renewal Fee and the fee for using an electronic check will be \$1.25.



When you click "Pay Online" you will be routed to the KanPay Payment Portal. They will securely collect your payment information.



Payment Information for Kansas State Board of Technical Professions Renewal Application

Indicates a required field	d.	
Name and Address	s	You will provide your billing information. This does not have to be
Name:	(as shown on bank account)	the same information provided during the renewal process.
* Address:		
Secondary Address:		
· City:		
* State/Province:	Choose One •	
'Zip Code:	(1.0.00000 00000)	
	(i.e. 00000-0000)	
· Country:	United States ▼	
	_	
Account Information	on	
Sample Check - U.S. Acc		
(:7398118231:)	0173136142	
The Bank Rousing # is The c 9 digits between the 1° 1° symbols	theck # should match in the upper-right corner to the left of # !! !!check # is left of account #, ignore check #	
Note: These three sets of numbers * Routing Number:	may appear in a different order on your check.	This is the screen you will see if you select "electronic check." You will provide your
* Verify Routing Number:		account information here. If you choose
		the credit card option you provide your
* Account Number:		credit card number, credit card type and
Verify Account Number:		expiration date.
* Account Type:	Checking	
Contact Information	on	
		Provide a phone number where you can be reached by KanPay if
* Phone Number:	(i.e. 000-000-0000)	there is an issue with your transaction.
• E-mail Address:	2	Provide the email address where you would like your
		electronic receipt of payment to be sent. **You will need
	✓ Continue	to print and retain this receipt as proof of payment should
	•	there be any concern about the payment processing
e completed		correctly. **

When you have completed the necessary fields, click "Continue."

After you click continue you will see a payment confirmation page where you can make changes if needed or select "I Agree/Submit Payment."

Once you click "Submit Payment" you will briefly see a screen indicating that your transaction is being processed. Do not click anything at this time, it may take several seconds to process, but you will automatically be directed back to the renewal website. There you will see a renewal summary page.

You will need to print this renewal summary page for your records as proof of your renewal. Pocket cards will no longer be avaliable.

If you need proof of your current license status please see our website for a LICENSURE SEARCH or the MyLicense App that is available for iPhone and Android users.